

Instructions for Applying for Deputy with Park County, Montana Sheriff's Office

READ and FOLLOW these instructions CAREFULLY. Failure to do so will result in your disqualification from consideration for this position.

Step 1.

Download a Montana P.O.S.T. application form by selecting from the following links:

Microsoft Word format (fill-in on your computer form)

http://wsd.dli.mt.gov/local/livingston/job_applications/postap.doc

Adobe PDF format (printable form only and hand write information)

http://wsd.dli.mt.gov/local/livingston/job_applications/postap.pdf

Please note that to access the Microsoft Word version, you **MUST** have Microsoft Word installed on your computer ~OR~ You may also use the Microsoft Word Viewer program that you can download free at the following link: <http://support.microsoft.com/kb/891090>

To access the Adobe PDF form, you **MUST** have Adobe Acrobat Reader installed on your computer. You can get this program free by downloading from the following link: <http://www.adobe.com/products/acrobat/readstep2.html>

Step 2.

Download a Criminal Records Check Authorization form from the following link:

http://wsd.dli.mt.gov/local/livingston/job_applications/job_descriptions/park_county/Sheriff_ATR.pdf

Please note that this is an Adobe PDF format form. You **MUST** have Adobe Acrobat Reader installed on your computer to access this form. You can get this program free by downloading from the following link: <http://www.adobe.com/products/acrobat/readstep2.html>

Step 3.

You **MUST** register with the Montana Law Enforcement Testing Consortium. Visit their website at the link below. Carefully read the information on the home page of the website and proceed with registering according to their instructions.

<http://www.bozeman.net/bozeman/police/MLETC/Montana%20Law%20Enforcement%20Testing%20Consortium.htm>

Download the Registration Application Information Packet at the following link:

http://www.bozeman.net/bozeman/police/MLETC/Montana%20Law%20Enforcement%20Testing%20Consortium_files/Consortium%20Testing%20Packet%2008-19-08.pdf

Step 4.

Complete the Montana P.O.S.T. application you have downloaded from Step 1.

Step 5.

Attach Your Resume and copies of any certifications to your P.O.S.T. Application.

Step 6.

Complete the Criminal Records Check Authorization form you have downloaded from Step 2.

Step 7.

Attach your completed Criminal Records Check Authorization form to your P.O.S.T. Application and Resume.

Step 8.

Deliver Your COMPLETED P.O.S.T. Application with attached Resume and Criminal Records Check Authorization form **By POSTAL MAIL or HAND-DELIVER** to:

Livingston Job Service Workforce Center
220 East Park Street
Livingston, Montana 59047

Please note that you **MAY NOT** submit your application materials electronically, i.e., via e-mail or fax. Your application materials **MUST** be either Postmarked or Received at Livingston Job Service by 5:00 p.m., Friday, December 19, 2008.

If you need assistance, please call (406) 222-0520.

Step 9.

Read and Complete the registration form from the Candidate Information Packet you downloaded from Step 3.

Step 10.

Purchase a Money Order in the amount of \$35.00 and send with your completed Montana Law Enforcement Testing Consortium Registration form **to the address listed on the form.**

YOUR REGISTRATION FORM MUST BE POSTMARKED OR RECEIVED BY 5:00 P.M. ON FRIDAY, DECEMBER 19, 2008 IN ORDER TO QUALIFY FOR THE TESTING BEING CONDUCTED IN EARLY JANUARY.

PLEASE NOTE THAT IT IS UP TO YOU TO CONTACT THE MONTANA LAW ENFORCEMENT TESTING CONSORTIUM AT (406) 454-9091 TO INQUIRE IF THEY HAVE RECEIVED YOUR REGISTRATION AND TO ACQUIRE THE TESTING LOCATIONS, DATES AND TIMES.